

SENDER WILL CHECK CLASSIFICATION TOP AND BOTTOM			
UNCLASSIFIED	CONFIDENTIAL	SECRET	SECRET
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			
TO	NAME AND ADDRESS	INITIALS	DATE
1	<i>cl ED</i>	<i>MMB</i>	
2	<i>file</i>		
3			
4			
5			
6			
ACTION	DIRECT REPLY	PREPARE REPLY	
APPROVAL	DISPATCH	RECOMMENDATION	
COMMENT	FILE	RETURN	
CONCURRENCE	INFORMATION	SIGNATURE	
Remarks: The banking instructions were forwarded to Machine Records Division for the master cards to be punched. The key punch operator failed to put the name of the bank on the card, so when the check was made up, the name of the bank was omitted on it. C&TAB failed to catch the error and the check was mailed. The check was returned to Treasury and re-mailed by them and was returned again, this time to the Agency where we put the name of the bank on it and mailed it out for the third time.			
<i>This should not happen again. Card is now correctly punched</i>			
FOLD HERE TO RETURN TO SENDER			
FROM: NAME, ADDRESS AND PHONE NO.		DATE	
<i>[Redacted]</i>		<i>8/14/62</i>	
		CONFIDENTIAL	SECRET

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 FORM NO. 237
 1 APR 55
 Replaces Form 30-4
 which may be used.

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